



## **NATIONAL LEAGUE OF CITIES (NLC) WASHINGTON D.C. TRIP APPLICATION PROCESS**

The City of Tigard will select up to four (4) high school students to receive a trip to the [National League of Cities Conference](#) (March 5 – 9) in Washington, DC. Recipients will receive airfare, lodging, conference fees and food paid for by the City of Tigard.

To learn more, read about the experience of the students who represented Tigard at last year's conference, [Tigard Goes to DC](#).

### **ELIGIBILITY**

Two of the four spots will be awarded to current TYAC members. For the other two spots, any current sophomore or junior can apply; however, current TYAC members will receive a preference of 5 points. TYAC preference points are given to any active member as of February 1, 2016.

### **APPLICATION PROCESS**

20 Points (10 per question):	Essay questions
5 Points:	Resume (list accomplishments, jobs, achievements)
5 Points:	Cover letter
5 Points:	TYAC preference (For the two open spots)

Submissions will be reviewed by city staff and city councilors.

### **ESSAY QUESTIONS**

1. How would a trip to DC impact your life, and further your educational development?
2. What is a major issue facing our society, and how can youth today help change this issue?

### **ESSAY GUIDELINES**

- Should be no more than 1,500 words for each essay question. Footnotes, citations, endnotes, and essay titles will not be included in the word count.
- Should use proper grammar and spelling.
- Should be typed in 12 point, Times New Roman font and double spaced.
- Should not include any form of media, such as photos, diagrams, or charts.
- May opt to cite external references in their essays, such as statistics or quotes. All external references must be properly cited as parenthetical citations, footnotes, or endnotes.
- Must be the original work of the applicant.
- Will be judged on creativity and originality, grammar and spelling, and relevance of the response.

## COMPLETED APPLICATIONS

Submissions should be sent via email as a Word or PDF document to Kent Wyatt ([kentw@tigard-or.gov](mailto:kentw@tigard-or.gov)). A complete submission includes a cover letter, resume, and responses for each essay question. The deadline is **January 29, 2016 at 3 p.m.**

## NOTIFICATION OF WINNERS

Entrants will be notified of contest results by February 5. If selected, you must have your signed permission slip and travel information to Kent Wyatt by February 10.

The winners will be expected to attend a pre-conference planning meeting on February 22.

